

DISTRICT OF SECHLT
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
held via Zoom Online Meeting Platform
Wednesday, February 24, 2021

PRESENT Mayor D. Siegers; Councillors E. Scott (Chair); J. Kuester; T. Lamb; M. McLean; B. Rowe; A. Toth

STAFF Chief Administrative Officer A. Yeates; Director of Engineering and Operations K. Dhillon; Director of Planning and Development Services A. Allen; Director of Financial Services D. Douglas; Manager of Financial Services B. Smith; Manager of Human Resources L. Roberts; Communications Manager J. Rogers; Corporate Officer J. Frank and Recording Secretary J. Chamberlain

In accordance with the orders from the Provincial Health Officer regarding COVID-19, the February 24, 2021 Committee of the Whole meeting was conducted by electronic means.

1. CALL TO ORDER AND DECLARATION OF CONFLICT

Chair E. Scott called the Committee of the Whole meeting to order at 3:00 p.m. and asked for any declarations of conflict.

2. ADOPTION OF AGENDA

Recommendation No. 1

Moved/Seconded

That the agenda be amended to include additional Business Item 5.2, Responsive Community Grant; and

That the agenda be adopted, as amended.

CARRIED

3. APPOINTMENTS AND DELEGATIONS

3.1 Ministry of Transportation and Infrastructure – Sunshine Coast Highway 101 Corridor Study

Elena Farmer, District Manager of Ministry of Transportation and Infrastructure (MoTI) introduced herself and informed that Planning Consultant Ken Curry of Parsons, would be providing an overview of the Sunshine Coast Highway 101 Corridor Study (study). Mr. Curry

reviewed the study's objectives, problem definition summary, improvement options, evaluation results and findings, and potential implementation timeline(s). It was additionally noted that:

- During the process, MoTI engaged with key stakeholders, but as it was an internal study, there was no public engagement.
- Level of Service is categorized from A-F: A-D is considered satisfactory, and E/F are considered unsatisfactory.
- The study identified 3 passing lane options: Southbound between Leek Road and Highland Road, Northbound between Leek Road and Maskell Road and Northbound between Pell Road and Jack Road.
- The study identified 8 major intersection improvements: Joe Road and Orange Road, Flume Road/Lockyer Road and Marlene Road, Lower Road and Highland Road, Ti'Ta Way and Wharf Avenue/Dolphin Street, Shorncliffe Avenue, Hill Road, Redroofs Road and the Davis Bay area.
- The study identified 3 bypass options in the Gibsons area: Option 1 - Reed Road; Option 2 - a new section between Reed Road and Cemetary Road; and Option 3 - a continuation of Highway 101 adjacent to the hydro right-of-way connecting to Payne Road.
 - It was noted that because Reed Road has many access points and may cause conflict in traffic, Option 3 is the most recommended option.
- There are gaps in active transportation facilities in the urban areas.

In discussion it was noted:

- The study recommends that most of the cross section in Davis Bay include a centre turning lane, with some intersection locations being a two-lane corridor.
- The study presented is high-level planning recommendations, and design details, considerations and decisions would be made during implementation of the project.
- Generally speaking, short-term reference is between 1-5 years, and medium-term reference is between 5-15 years.
- There is an opportunity for MoTI to collaborate and plan with the District on construction work timelines for Wharf Avenue.
- The next step for MoTI would be working with local governments to find priorities and plans and how to fit it all together.
- MoTI would be happy to have discussions with District staff and then come to Council to review a more collaborated plan on how to move forward.
- There were some suggested projects to collaborate on: Davis Bay sidewalk, Wharf Avenue and Shorncliffe Avenue.
- There is some concern about the potential highway improvement impacts along the Davis Bay seawall and parking lot, as it is a prime asset to the District.
- A full bypass study for the Sunshine Coast will be moving forward, and MoTI has assigned a project manager. MoTI will be engaging local governments on this future study.
- When MoTI continues to a preliminary design, they will engage with District staff to review details of the design.

- Sunshine Coast MoTI primary contacts are Michael Braun, Operations Manager and Colin Midgley, Area Manager.
- Climate change adaption should be considered and incorporated into the designs.
- Trail Avenue and Highway 101 is a safety concern and has had pedestrian accidents.
- Expropriation is a last resort and not taken lightly by MoTI.
- It was recognized during the study that there are many steep intersection approaches to Highway 101 in Roberts Creek.
- MoTI will engage with local governments when the scope of the full bypass study is being developed.

The Chair thanked MoTI attendees for their presentation.

4. **NEW BUSINESS**

None.

5. **BUSINESS ITEMS**

5.1 **Departmental Operating Budget Overview and Budget Requests**

Recommendation No. 2

Moved/Seconded

That the report from the Director of Financial Services regarding General Operating Budget Review be received for information.

CARRIED

Planning and Development Services, Building Inspection and Bylaw Enforcement

The Director of Planning and Development provided an overview of the department work plans, priorities and organizational growth roadmap for Planning and Development Services, Bylaw Enforcement and Building Inspection.

The Director additionally noted that:

- Despite the challenges that the COVID-19 pandemic has brought, developments and progress on developments remain strong, and as a result, some key projects have been delayed.
- Staff are requesting a Development Planner and a part-time Building Clerical and Inspection position to help meet departmental objectives.
 - With future organizational planning in mind, future staff requests could include adjusting the requested part-time clerical support to a full-time role, a casual Building Inspector, a Development Planner, Long-Range Planning Manager and an additional Bylaw Officer.

The Director of Financial Services provided a financial overview of Planning and Development Services, Bylaw Enforcement and Building Inspection departments.

In discussion it was noted:

- There is a need to examine parking and traffic needs, especially in the downtown area.
- Having someone to do future framework planning will be essential to allow the District to be proactive rather than reactive.
 - Development is a priority as it contributes funding to the District, but the policy work is critical to lay the foundation of future developments.
- The Building Bylaw review is needed to consider the impending changes from the Step Code and *Building Act* as well as improvements to fees.
- The Transportation Master Plan review would be led by Engineering but would be a higher-level review of road classifications, key corridors and active transportation.
- The \$80,000 Transfer From Reserves line item under Development Services is from a 2020 carry-over project for the OCP update.

Engineering and Operations

The Director of Engineering and Operations provided an overview of Engineering and Operations department's long-term vision and priorities, the 2021 strategic action plan on development engineering, wastewater, solid waste management, overland drainage, hydrogeology and natural assets, water conservation, active transportation, green infrastructure, major municipal construction, downtown infrastructure revitalization, pavement management, sanitary and storm sewer renewal, airport, bridges, culverts, wharves and streetlighting.

The Director additionally noted that:

- Staff are proposing a request for a comprehensive archaeological assessment of Sechelt to help guide future work.
- Staff have had discussions with their counterparts from other local governments to consider an economy of scale for major work needed along the Sunshine Coast.

In discussion it was noted:

- The Committee is glad to see the Chemical Storage Facility for the Water Resource Centre (WRC) being made a priority.
- The Facilities Master Plan would also examine the WRC and review the requirements for possible expansion in the future.
 - There may be intervening events that require the Facilities Master Plan completed quicker, which may result in the need to shift priorities, hire a consultant or more staff.

Public Works, Parks, Wastewater Operations

The Director of Engineering and Operations provided an overview of the long-term visions, priorities, 2021 strategic action plan and organizational growth roadmap for the Public Works and Parks departments, trail operations, wastewater operations and Director priorities.

In discussion it was noted:

- Staff providing the detailed and more in-depth operational presentations allow Council to have more informed conversations with citizens to help them better understand issues at hand.
- Staff could explore the idea of asset liquidation for underutilized assets.

The Director additionally noted that:

- Staff are requesting an Asset Management/GIS Technician, 2 Engineering summer students, part-time Wastewater Labourer for Dusty Road, casual Wastewater Operator, Arborist, Parks Maintenance position, a casual summer student for the Parks department and an Equipment Operator.
 - With future organizational planning in mind, future staff requests could include a Project Manager, Engineer-in-Training, GIS Technician, Asset Management Technician, Fleet Mechanic and Supervisory Control and Data Acquisition (SCADA) Technician.
- Staff are working with SCR D to potentially leverage their GIS capabilities in the interim of not having an in-house GIS Technician.

The Director of Financial Services provided an overview of the operational budget for Engineering, Fleet Maintenance, Municipal Buildings, Parks, Public Works, Solid Waste and Wharves.

In discussion it was further noted:

- Staff will confirm the line item in Engineering for Licences, Permits and Fees.
- Summer students have previously been utilized by the District through the Canada Student Grants program.
- Re-working the Planner II position into a Development Planner position would appropriately acknowledge performance of higher-level job duties currently being done and allow for the Approving Officer to be separated from the review of subdivision applications.
- The financial budget reports presented do not include departmental staffing requests for 2021.
- Future Committee of the Whole meetings will include budget presentations from Sunshine Coast Tourism, Sechelt Library and RCMP, a 5-year staffing plan, a review of capital, one-time and ongoing requests.

5.2 Responsive Community Grant

Recommendation No. 3

Moved/Seconded

That the verbal report from the Mayor regarding partnering with syiyaya Reconciliation Movement to submit a Responsive Community Grant application, be received.

CARRIED

The Mayor reported that a representative of the syiyaya Reconciliation Movement (syiyaya) had approached her with a request for the District of Sechelt to partner with them for an inter-community project to create a waterfront trail along Trail Bay and look at some historical fencing that was put up years ago between the two communities.

There is a \$7,500 *Responsive Community Grant* through Community Foundations that would allow syiyaya to work with the District of Sechelt and shíshálh Nation and hire a consultant to review the potential and collaborate between the partners to apply for a federal *Canada Healthy Communities Initiative* grant to fund the proposed partnered project.

The grant application deadline for the *Responsive Community Grant* application is Monday, March 1st. syiyaya has confirmed that a Letter of Intent will be sufficient, and should it go forward, the Committee of the Whole recommendation can be ratified at the March 3, 2021 Regular Council meeting.

In discussion it was noted that:

- The \$7,500 *Responsive Community Grant* would fund the costs needed to hire someone to organize and collaborate between all necessary parties to get the federal grant application submitted.
- The next intake for the federal *Canada Healthy Communities Initiative* program is May, 2021.
- The District of Sechelt and shíshálh Nation could individually apply for the federal grant for the same collaborated project, but different components.

Recommendation No. 4

Moved/Seconded

That it be recommended that Council support submitting an application to Community Foundations Sechelt for a Responsive Community Grant in the amount of \$7,500.

AMENDED BY THE FOLLOWING

That the recommendation be amended to change the name of the organization to “Sunshine Coast Foundation”.

Recommendation No. 4

Moved/Seconded

That it be recommended that Council support submitting an application to Sunshine Coast Foundation for a Responsive Community Grant in the amount of \$7,500.

CARRIED

6. ADJOURNMENT

Recommendation No. 5

Moved/Seconded

That the Committee of the Whole meeting of February 24, 2021 be adjourned at 6:01 pm.

CARRIED

Certified Correct:

Eric Scott, Chair

Jo-Anne Frank, Corporate Officer